

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA
Human Resources Office, 498 Ave Lukusa, Kinshasa
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ANNOUNCEMENT NUMBER: 14-30

OPEN TO: All interested candidates
POSITION: **Motor Pool Supervisor, FSN-1005-9; FP-5 (steps 1 thru 4)**
OPENING DATE: May 20, 2014
CLOSING DATE: June 3, 2014
WORK HOURS: Full-time; 40 hours/week
SALARY: **Ordinarily Resident (OR):** FSN-9
Not-Ordinarily Resident (NOR):
(Position Grade: FP-5 (steps 1 thru 4) to be determined by Washington)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE SUBMIT ALSO COPY OF ANY REQUIRED DIPLOMA OR CERTIFICATE.

The U.S. Embassy in Kinshasa is seeking an individual for the position of Motor Pool Supervisor in the GSO Motor Pool Section.

BASIC FUNCTION OF POSITION

Responsible for overall daily operations of the Motor Pool. Supervises, plans, and coordinates motor pool operations comprised of over 70 employees in a variety of positions and a fleet of nearly 100 vehicles including armored vehicles, heavy equipment and boats. Directly supervises the Assistant Motor Pool Supervisor, the Supervisory Dispatcher, an Administrative Clerk, the Transportation Assistant/Data Analyst and also works closely with A/GSO to coordinate activities of the DriveCam Coordinator/Driving Trainer. Responsible for administrative reports and schedules, participates in the selection and training of new personnel, participates in ongoing training of motor pool employees. Coordinates management planning in consultation with the GSO and S/GSO.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: University studies in the transportation/logistics/administration is required.

Experience: A minimum of eight years experience in the transportation field or related area required, five years of which should be in a supervisory capacity.

Language Proficiency: Minimum Level III English and French is required.

Knowledge: Must have a good knowledge of automotive operations, safety and maintenance practices. Must be familiar with procurement and basic budget procedures for correct billing of fuels and vehicle usage as well as . sources for spare parts and repair services. Must have knowledge of local terrain, and routes.

Skills and Abilities: Good supervisory abilities; must be perceptive innovative, and diplomatic. Must have a valid local driver's license.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

DEFINITIONS

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he:
 - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

The US Mission is an equal opportunity employer.

CLOSING DATE: June 2, 2014

Drafted: HR: WBULU

Cleared: A/GSO: TYATA (e-mail)

Approved: HRO: CDE SILVA